

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## UPDATED COURSE OFFERINGS

### *Emergency Management Institute*

### *Virtual Tabletop Exercise Program Fiscal Year 2015*

**Purpose:** Provide the planned dates and scenarios of the Fiscal Year (FY) 15 Virtual Tabletop Exercise (VTTX) program to the Emergency Management Community of Practice, in an effort to promote this innovative training tool that leverages existing technology (video teleconference - VTC) to reach a wider, whole community training audience.

**Background:** The VTTX is a series of discussion-based Virtual Tabletop Exercises offered monthly by the Emergency Management Institute (EMI). The VTTX program was launched in September of 2012 and in 2013 won the Federal Emergency Management Agency (FEMA) Administrator's Award for Innovation.

**General:** EMI conducts a monthly series of VTTX using a video teleconference platform to reach community-based training audiences around the country and provide a virtual forum for disaster training. The VTTX process involves key personnel from the emergency management community of practice reviewing a pre-packaged set of exercise materials then convening for a four-hour tabletop exercise discussing a simulated disaster scenario with a total of 10-15 sites. The event allows the connected sites to assess current plans, policies and procedures while learning from the other connected sites as they provide their perspective and practice facing a similar situation. A standard VTC system is required for participation. There is no cost for this program.

**Training Audience:** The VTTX is limited to 10-15 remote "Participating" sites per event due to time constraints. The program also allows for some additional "Observation" sites for each event to become familiar with the VTTX process. The VTTX is designed for a community-based group of 12 or more whole community representatives from your local Emergency Management Community of Practice.

**Goals:** This virtual tabletop exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency mitigation, response and recovery.

The VTTX program goals include:

- 1) Prepare participants for a designated hazard or disaster affecting their community.
- 2) Enable participants to better coordinate their response operations with counterparts from local governments, other state governments, Federal agencies, private sector organizations, and nongovernmental agencies.
- 3) Allow communities to practice using their VTC technology to test policy, plans and procedures.
- 4) Provide a virtual, experiential education environment to exercise and enhance critical response and recovery tasks.

**Exercise Dates:** Monthly events and multiple offerings announced via a separate EMI Training Opportunity.

**Exercise Location:** Hosted from EMI and connected to remote sites via a FEMA video teleconference bridge.

**Exercise Length:** 4 Hours. Start time is 12:00 P.M. EST and end time is 4:00 P.M. EST.

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### FY 15 Dates and Scenarios:

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### Participation Requirements:

The VTTX will be limited to approximately 10-15 locations per exercise offering. Participants must have an appropriate site equipped with VTC capability (not web-based) that can access the FEMA VTC site (connection information will be provided by EMI). Participating locations will be responsible for local exercise logistics, and should designate an exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the on-site portion of exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

For additional program data to include an information paper and frequently asked questions (FAQs), please contact the EMI VTTX Program Manager - Doug Kahn, Office Phone: 301-447-7645, Email: [Douglas.Kahn@fema.dhs.gov](mailto:Douglas.Kahn@fema.dhs.gov)

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